

ENVIRONMENTAL SERVICES MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise operations including industrial wastewater and stormwater inspections, cross connection control, laboratory and regulatory requirements within the Water Utilities Division of the Public Works Department; to ensure compliance with Federal, State and local requirements; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives direction from the Deputy Public Works Director – Water Utilities or from other supervisory or management staff.

Exercise direct supervision over professional and technical staff.

Position Information:

The role of the Environmental Services Manager is to oversee the Environmental Services section of the Water Utilities Division of the Public Works Department. The Environmental Services Manager is responsible for planning and overseeing staff resources within the section; administering the budget for the section; handling complex administrative duties; and managing all aspects of work product. The Environmental Services Manager classification works as a team within the division to carry out the strategic vision of the Deputy Director and Public Works Director.

Essential Functions:

Duties may include, but are not limited to, the following:

 Collaborate with section supervisors to plan, prioritize, assign, supervise and review the work of staff involved in industrial waste inspection/sampling, water quality laboratory, cross connection control, regulatory compliance, and stormwater inspection;

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- Direct the section budget preparation and administration; prepare cost estimates for budget recommendations; forecast additional funds needed for staffing, equipment, materials, and supplies; submit justifications for program expenditures; monitor and control expenditures;
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary actions as necessary;
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities;
- Coordinate laboratory, stormwater and industrial wastewater activities with other City divisions and departments, outside agencies, environmental organizations, and the public;
- Ensure all water quality programs: drinking water, wastewater, AZPDES, APP, etc., are in compliance with federal, state and county regulations;
- Provide technical and administrative assistance to the Deputy Director Water Utilities.
- Manage water quality process control support for operations staff and longrange water quality planning;
- Maintain records, interpret results and prepare reports;
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints;
- Recommend and assist in the implementation of section and department goals and objectives; establish schedules and methods for industrial wastewater programs such as cross connection inspection control program, closed circuit inspection of sewers, and odor control; implement policies and procedures;
- Maintain database of stormwater and industrial wastewater treatment records including monitoring chemical, metal or toxic waste discharges into sanitary sewers;
- Coordinate water quality research efforts and involvement
- Prepare written reports detailing pretreatment activities for Federal and State agencies;

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Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in chemical or bacteriological analyses and/or administering activities related to environmental protection programs, including two years of supervisory responsibility.

Education:

Equivalent to a Bachelor's degree form an accredited college or university with major course work in chemistry, engineering, environmental science, bacteriology, biology or degree related to the core functions of this position.

Licenses/Certifications:

ADEQ certifications for water or wastewater treatment, distribution or collection are desirable.

Examples of Physical and/or Mental Activities

- Work in a stationary position for considerable periods of time
- Operate computers, calculators and other office machines using repetitive hand/eye movement
- Considerable reading and close vision work
- May require working extended hours

Competencies:

(Pending)

Job Code: 444

Status: Exempt/Classified